



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140

Depo 5214.1D
1C

26 JUL 1990

DEPOT ORDER 5214.1D W/chl

From: Commanding General
To: Distribution List

Subj: INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

Ref: (a) MCO 5214.2D (NOTAL)

1. Purpose. To set forth policy, guidance, and responsibilities for the management of information requirements (formerly reports management) at this Command in accordance with the reference.
- ✓ 2. Cancellation. Depo 5214.1C.
3. Background. CMC has established criteria for information requirements management and directs the appointment of an Information Requirements Control Officer down to and including the Battalion level.
4. Summary of Revision. Definitions and responsibilities for the Information Requirements (Reports) Management Program have been thoroughly revised in paragraphs 5 and 8.
5. Definitions
 - a. An information requirement (report) is data or specific information for use in determining policy; planning, controlling, and evaluating operations and performance; making administrative determinations; or preparing other reports. The data or information may be in narrative, statistical, graphic, or other form displayed on paper, magnetic tape, or other media.
 - b. A report control symbol (RCS) is a three part, alphanumeric code which indicates the requiring activity, applicable standard subject identification code (SSIC), and number of the report within the SSIC. For example, RCS MCRD 1130-8 translates as: required by the Marine Corps Recruit Depot, SSIC 1130, and report number 8 within SSIC 1130. Directives requiring the submission of information requirements (reports) shall include a "Reports Required" section.
6. Objectives. The Information Requirements (Reports) Management Program is designed to provide users with the information needed for mission accomplishment, but with a minimum burden placed on individuals or organizations tasked with providing the information. Each information requirement represents a commitment of personnel and other resources. Individuals or units initiating information requirements have a responsibility to ensure that:

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a. Methods, procedures, and systems employed for information requirements purposes are realistic, practical, cost effective, and responsive to user needs.

b. Only information that is not available from other sources is requested.

c. Multiple use of reports is encouraged.

d. Frequency of reporting is reduced when possible and information requirements are canceled when no longer needed.

7. Responsibility. ^{Depot Adjutant Division} The Information Management Specialist of the ~~Management Assistance Division~~, Assistant Chief of Staff, G-1 will assign RCS' for all information requirements, administer the Depot Information Requirements (Reports) Management Program, and provide reports analysis service as requested or required.

8. Action. General/Special Staff Officers, CO's of Recruit Training Regiment, Headquarters and Service Battalion, and Weapons and Field Training Battalion will:

a. Establish an Information Requirements (Reports) Management Program which will ensure the objectives of paragraph 6 are met.

b. Appoint an Information Requirements Control Officer who will have the responsibility for:

(1) Ensuring that any Depot Order which requires a report is assigned a RCS in accordance with paragraph 5.

(2) Providing a copy of the report to the Information Management Specialist.

(3) Maintaining a central file of RCS' assigned.

(4) Conducting a biennial review of all reports with a view toward reducing the frequency, number of copies, and/or eliminating the requirement.

(5) Submitting recommendations to the Information Management Specialist for improvement in information requirements management and/or elimination of the requirement.



R. R. WRIGHT
Chief of Staff

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UNITED STATES MARINE CORPS
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SAN DIEGO, CALIFORNIA 92140-5001

DepO 5214.1D Ch 1
1A2
9 MAY 1995

DEPOT ORDER 5214.1D Ch 1

From: Commanding General
To: Distribution List

Subj: INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

1. Purpose. To direct pen changes to the basic Order.
2. Action. Make the following pen changes to the basic Order:
 - a. Paragraph 7, second line, change "Management Assistance Division" to read "Depot Adjutant Division".
3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

E. L. GOBELI
Chief of Staff

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